

Employee Orientation

Purpose *To ensure ASC has a documented process for orientation of employees.*

Policy Statement *ASC will have a documented process for orientation of employees that will begin after commencement. The orientation must include, but not be limited to:*

- a) Agency Overview, Priority Outcomes and Goals;*
- b) Mission, Vision and Principles;*
- c) Health and Safety;*
- d) Human Resource Policies;*
- e) People Receiving Service; as applicable;*
- f) Service Policies and Procedures;*
- g) Equipment and Facilities;*
- h) Position Responsibilities.*

All orientation checklists must include initials/signatures of the employee being oriented and the designate completing the orientation.

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Employee Orientation

All employees will be given an Employee Handbook during commencement, which contains a brief overview of important information.

Following commencement, the new employee shall begin orientation with the area Coordinator/Supervisor. The Orientation Checklists are to be used to guide the process.

Coordinators must complete the Coordinator portion unless otherwise designated by the Executive Director/Program Director.

Coordinators/Managers may designate others to assist in the Area specific orientation.

The people designated to complete the orientation and the new employee will initial, sign and date the checklist as items are completed.

Upon completion, original orientation checklists must be forwarded to the Olds' main office for filing in the employee's personal file. Copies may be retained by the employee and in supervisor's working files.

In the event of an employee transfer, the same procedure for completing the Orientation Checklist will occur in the new service area.

Area specific orientation must include, but not be limited to:

1. Review of the Employee handbook, with in depth discussion of area specific application
2. Health and Safety
3. Human Resource Policies and Procedure
4. Services Policies and Procedures
5. Equipment and Facilities
6. Applicable position descriptions
7. Applicable Area responsibility/duties checklist
8. Overview of area communication structures

Each specific service area will determine the necessary information employees need prior to assuming responsibility for a shift.

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